

Commissioners of Hebron
100 North Main Street
P.O. Box 299
Hebron, Maryland 21830

MINUTES

February 5, 2020

Pledge of allegiance to the flag was recited by everyone who was in attendance.

CALL TO ORDER

The commission was called to order at 7:02 pm by Vice President David Hooper with Commissioners Ron Ayres, Amelia Handy and Chester Sebald in attendance.

MINUTES

The minutes of January 15, 2020 meeting were presented. Commissioner Ayres made a motion to approve the minutes as presented. The motion was seconded by Commissioner Sebald. The motion was passed unanimously.

POLICE REPORT

1. January 2020 statistics were available from the Wicomico County Sheriff's Department

BUILDING PERMITS

1. Faye Bounds – 102 Barbara St, Hebron, Md. Permit #1236 – Accessible Ramp.
Phone Vote: 1/24/20 by RA/AH/DH

OLD BUSINESS

1. Retirement Stipend for Gail Smith – A motion was made by Commissioner Ayres and seconded by Commissioner Sebald to allocate \$3,000 via PNC Debit card towards a stay at a North Carolina Resort.
2. Election Judge Appointments were discussed. Commissioner Sebald volunteered his wife Kim Sebald and daughter Megan Stafford. Questions arose concerning how many were required, how long they had to stay in the 12-hour period. Town Attorney Steve Cox stated he would review the Charter and advise the Commission.
3. As a follow up to the prior meeting, it was reported Constellation Electric Supply agreement renewal date to be 12/20/21.
4. Fiscal Accounts: General Banking/Credit Cards for Staff/Credit Cards Acceptance for Payment/Payroll Processing was tabled until a full commission was present for the vote. Town Manager Julie Bellamy mentioned Hebron Savings Bank asked her for not only a second letter authorizing her and Fiscal Accounts Tech access to the account, but asked for her personal ID again and social security number.
5. It was announced that postcards from Wicomico County would go out to Post Office Box holders Mid-March as no State or Federal announcement will be sent directly to individual Post Office Boxes.
6. Commissioner Ayres asked when the Commissioner raises approved in 2019 would become effective. Town Attorney Steve Cox stated a resolution was required and budget allotment approved prior to the proposed 7/1/20 effective date.
7. Vice President Hooper asked about the acrylic logo completion date and stated he would follow up with Robinson's directly.

NEW BUSINESS

1. MDE Loan Request Backflow Monitoring has been submitted as a follow up to the 2019 funding request for a new water tower.
2. Portable Speed/Radar monitor documentation was circulated. Commissioner Hooper stated he would follow up with State Highway Administration as most speeding occurs on State roads within Hebron Town limits.
3. A workshop was set up for the Sustainable Communities workgroup and commissioners on 2/10/20 at 6:00 pm to discuss the 2020 Funding

Request in order to define/prioritize initiatives. Requests due March 2020.

4. Vice President Hooper advised that as of the end of FY20 the Hebron Depot will no longer be supported piecemeal by the Town of Hebron. This is to encourage independence of the 501C3 non-profit. Going forward, the Depot is welcome to submit a request for a donation from the town to be considered as part of the budget process.
5. Mitchell Parks brought up the need for ADA compliant sidewalks.
6. Melinda Stafford brought up the need for Town staff to have approval rights for the official Facebook page. Commissioner Sebald responded that he would take the Town of Hebron page down and the town could begin their own page. A motion was made by Commissioner Handy and seconded by Commissioner Ayres to begin a new Facebook page for the Town owned and administered by staff. Vice President Hooper voted aye and Commissioner Sebald nay which made the final vote 3 for - 1 against.

OTHER

1. Melinda Stafford, Fiscal Accounts Tech went over the 2nd Quarter Budget Report prepared in conjunction with Accounting Strategies Group. Ms. Stafford reported the Sewer budget was at 52% and on budget. There was a plan to increase the uniform budget in FY21 as visibility requirements have facilitated new purchases with increased price points. Commissioner Ayres requested fuel price comparisons to encourage competitiveness. Ms. Stafford stated Office Supplies were under budget and bonding and LESMA expenditures were within parameters. Ms. Stafford stated the Miscellaneous Commissioners line was over budget due to an unemployment claim. In the discussion which followed concerning FY21 budget process, it was stated the process begins in April and with the advice that line items with no budgeted amount could be removed from the reports.
2. Correspondence:
 - a. Commissioner David Hooper relayed his appreciation for the “Get Well” basket while recuperating from surgery.
 - b. Request for Charter Amendment and Annexation Resolutions from Maryland Department of Legislative Services was presented. Town Attorney Steve Cox agreed to submit the form on behalf of the town.

3. Commissioner Sebald asked if Town Hall had done anything about Barbara street. Fiscal Accounts Tech Melinda Stafford replied Code Enforcement Officer Dan Hogg had been concentrating on abandoned vehicles recently.
4. Commissioner Ayres mentioned the ditch along the grave yard was clean.
5. President Dwyer announced that the Snow Flake decorations would be taken down 1/21/2020.
6. Commissioner Sebald asked about status of installing Military Flags to go on the poles similar to Mardela. President Dwyer stated he would follow up with Mardela.
7. Commissioner Sebald asked about status of Sustainable Growth funding opportunities.
8. Commissioner Handy stated the MML Conference was slated for June 28-July 1, 2020. She mentioned there would be a Golf Tournament and that there was a “Buyer’s Tuesday” event and she asked if administrative staff could attend. There was no objection stated. Ms. Handy added that she and Fiscal Accounts Tech, Melinda Stafford would be attending the ESAM Legislative dinner 1/21/2020.
9. Commissioner Ayres added that the LESMA monthly meeting was slated for 1/16/2020 at the Brick Room in Salisbury as the City was hosting.
10. John Parsons asked about Code Enforcement activities and commented it didn’t look as if “anything was being done.”
11. Dan Parsons wanted to know what was being done to improve the Verizon Cell service in town.
12. President Dwyer asked about the status of the acrylic seal ordered for the new conference table. Town Manager Bellamy explained the etching machine was lacking a part and it was expected prior to the next meeting.

APPROVE CHECKS

2-05-20 Commissioners Fund Bills

Check Nos. 18110 - 18152

2-05-20 Sewer Fund Bills

Check Nos. 6805 - 6810

Commissioner Handy made a motion to approve the checks listed above for payment and the motion was seconded by Commissioner Ayres. The Motion was passed unanimously.

ADJOURNMENT

A motion was made by Commissioner Handy to adjourn the meeting at 8:00 p.m. and the motion was seconded by Commissioner Ayres. The Motion was passed unanimously.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Amelia Handy".

Amelia Handy, Secretary